

Washington County

Job Description



Title:	Deputy Court Clerk	Code:	
Division:	Administration	Effective Date:	06/2011
Department:	Justice Court	Last Revised:	06/2011
Career Service:	Yes	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of **working and full performance level clerical and** complex clerical duties, as required according to level, to expedite the creation and maintenance of comprehensive records, reports, accounts or files related to functions and operations of the Washington County Justice Court.

SUPERVISION RECEIVED

Works under the general supervision of the Court Administrator or Court Clerk Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Customer Service: Receives fines, forfeitures and fees on port of entry violations (over-weight, permits, etc.), traffic (highway patrol and county sheriff), Wildlife Resources, and Parks and Recreation Citations; prepares and issues receipts; keeps daily dockets on monies received and makes up deposit to the County Treasurer; prepares monthly reports on all monies received; responds to telephone and public inquiry and deals with the public on a daily basis.

Maintains file records of individuals under special payment programs for fines and court determined obligations; monitors and records payments received; assures accuracy and status of agreements; determines need for follow-up action.

Receives filing fees accounts for and transmits fees to County Treasurer; issues summons and subpoenas; verifies witness fees; maintains court's docket and the judicial calendar.

Administrative Support: Types letters, forms, opinions, executions, and judgments; types, transcribes, compiles and files minutes and other court related documents; prepares statistical reports and summaries of court activities and submits to appropriate agencies; computer enters receipts related to citations, case disposition; generates reports related to monies collected, workload and case load analysis.

Maintains official court dockets and associated papers; posts official entries reflecting pertinent facts; maintains records and judgments related to disposition of each court case; maintains a follow-up file on all pending court cases; prepares and processes small claims filings.

Schedules arraignments, pre-trial and other pre and post judgment hearings; maintains yearly court calendar; schedules jury and non-jury trials; updates current jury lists.

Coordinates and tracks alternate orders, i.e., community service, life skills assistance, rehabilitation, evaluations, commitment orders, etc., as ordered by the judge; issues order to show cause, affidavits and warrants.

Contacts attorneys, jury members and other interested parties concerning hearing, trials, court orders, etc.; processes criminal complaints, and warrants of arrest; responds to telephone callers seeking information related to jury duties.

Prepares, assembles, and checks materials for each court session; establishes and routes case files; prepares and routes notices according to required procedures; coordinates prisoner transportation to and from court; performs court session follow-up, issues judicial orders, posts information generated during court sessions to case files, dismisses charges, closes cases, prepares and routes certified copies; processes and monitors appeals.

Issues stay dates; issues and recalls bench warrants, pick-up orders and commitment orders; processes expungements; issues and enters information, pleadings, motions, summons, subpoenas, minute findings, judgments and order issued by the court; maintains follow-up procedures to monitor when payments are due.

Performs scanning of files for electronic storage; completes data entry of warrants into state-wide warrant registry.

ADVANCED LEVELS:

In-Court Clerk: Performs various in-court duties; takes minutes and maintains record of court proceedings; makes minute entries; opens and closes court as required; calls cases and acts as bailiff; marks and stores evidence and

exhibits; receives and docket notices of appeal; under close supervision of the judge types or prepares supplemental motions, orders to show cause, garnishments and executions; oversees inmate video arraignment program; coordinates with correctional facility to schedule appointments for inmate video hearings.

Accounting & Bookkeeping: Monitors accuracy of financial transactions; prepares daily deposits, ensures accuracy of cashier receipts and cash counts; verifies Treasurer deposits; prepares and runs various computer reports to track funds, including, payment and receipt register, update, auto forfeitures, collection detail, allocation report, restitutions, bail trust, unknown receipts, small claims and drug court.

Monitors bail trust accounts and prepares requests to refund bail per judicial orders; coordinates refunds through county clerk's office; makes correcting adjustments to docket entries; prepares monthly report illustrating distribution of funds to other public entities, i.e., state, cities, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school with course work emphasis in secretarial and clerical skills; plus post-high school training in bookkeeping and accounting as required according to level.

AND

B. Two (2) years of progressively responsible experience related to above duties or (3) years for advanced levels.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of complex and technical filing system related to the court; filing procedures related to a variety of legal documents; civil and criminal processes; terminology, trial procedures and court system processes; general office management procedures; modern clerical techniques and procedures; generally accepted accounting and bookkeeping practices; various computer applications.

Skill in operating a variety of office machines.

Ability to perform complex clerical work requiring the use of independent judgment; keep accurate records; communicate effectively verbally and in writing; work in a environment requiring considerable accuracy organization and timely preparation of materials; interpret and follow oral and written instructions; accurately record the text of a trial and work under stress; maintain an effective working relationships with the court administrators, other jurisdictions, the public, fellow workers and public officials.

3. Special Qualifications:

Typing speed and accuracy will be important criteria for scoring applicants for this position.

Must pass background check to enable access to UCJIS files. Advanced levels must be BCI certified. Once BCI certified, MUST maintain certification.

4. Work Environment:

Work performed in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, generally involving muscular strain, such as walking, stooping, sitting, reaching, lifting, etc. Standing for prolonged periods of time may be required. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Daily workplace stress associated with working with hostile or disgruntled clients.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.